

POSITION AVAILABLE
RETIREMENT ADMINISTRATOR
Salary \$90,000 - \$105,000
Permanent Full Time Position – 37.5 hours/week

The Stoneham Retirement Board is seeking a qualified individual to administer the daily operation of the Stoneham Contributory Retirement System. This individual works under the supervision of the Stoneham Retirement Board.

General Statement of Duties

Duties include but are not limited to implementing the provisions of Massachusetts General Laws Chapter 32, the Public Employee Retirement Administration Commission Regulations 840 CMR and the Stoneham Retirement Board's Regulations and Policies.

Essential Duties and Responsibilities

- Supervise Assistant Retirement Administrator.
- Coordinate, attend and record minutes for all board meetings.
- Prepare and maintain all accounting and investment records monthly and annually.
- Oversee preparation and processing of the monthly retirement payroll and payments for all monthly administrative expenses.
- Prepare 1099s annually for retirees.
- Process disability applications.
- Counsel members on retirement benefits, calculate retirement benefits.
- Process disability applications.
- Provide essential data to the actuary in preparation for the Retirement System's actuarial valuations.
- Work with PERAC auditors and Town auditors when necessary.
- Assist Board members with PROSPER, keep track of their continuing education.

Qualifications

Interested individuals must have at least three years of experience administering a Massachusetts public retirement system (five or more years is preferable), strong mathematical, interpersonal, organizational, communications and computer skills, including Microsoft Excel and Word and experience with PTG Pension Software. Bookkeeping experience and knowledge of M.G.L. Chapter 32 and PERAC Regulations 840 CMR is desired. Individuals must maintain a strict level of confidentiality.

Scheduled hours are the same as Town Hall's hours and some remote hours are possible.

Applicants should submit their resumes no later than September 20, 2022 to:

Stoneham Retirement Board
Janice T. Houghton, Chair
Town Hall, 35 Central Street
Stoneham, MA 02180

OR email: kdeangelis@stoneham-ma.gov

EEO/AAE